STATE OF CALIFORNIA
MONTHLY EMPLOYEE LEAVE RECORD
STD. 642 (Rev. 4-93) *(Replaces STD. 642A and STD. 642B)*

MAX. VAC. C/O HRS. =

YEAR	POS. NO.		SICK LEAVE HOURS				VACATION HOURS			PERSONAL LEAVE PROGRAM			COMMENTS
		PAY PERIOD	TOTAL AVAIL.	USED	BALANCE		TOTAL AVAIL.	USED	BALANCE	EARNED	USED	BALANCE	
NAME		JAN											
		FEB											
SSA NO.		MAR											
		APR											
STATE SERVICE AS OF		MAY											
		JUN											
YRS. MOS.		JUL											
WWG	CB/ID	VAC. GR. CHG. DATE	AUG										
		SEP											
SICK LEAVE RATE	VACATION RATE	OCT											
		NOV											
PERSONAL HOLIDAY USED		DEC											
FY	FY												

MO.	CTO HOURS					BAL. FORWARD					EXCESS HOURS BAL. FWD.			HOL. CRED. BAL. FWD.			
	WE		WORKED		Conversion Prem. OT	TOTAL	USED	PAID OT	BALANCE	PRIOR YR OT	EARNED	USED	BALANCE	EARNED	USED	BAL.	P.Y.
	REG	FLSA	REG	FLSA													
JAN																	
FEB																	
MAR																	
APR																	
MAY																	
JUN																	
JUL																	
AUG																	
SEP																	
OCT																	
NOV																	
DEC																	

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